



Business Services
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— PRACTITIONERS IN LAW TO THE
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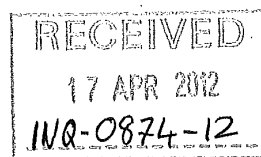
2 Franklin Street, Belfast, BT2 8DQ
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Your Ref:
BPC-0072-11
BPC-136-12

Our Ref:
HYP B04/01

Date:
16.04.12

Mr B Cullen
Solicitor to the Inquiry
Arthur House
41 Arthur Street
Belfast
BT1 4GB



Dear Sir,

RE: INQUIRY INTO HYPONATRAEMIA RELATED DEATHS

I refer to the above and your letter of 8th December 2012 (BPC-0072-11). I am instructed as follows: -

- 1) An extract of the Western Health and Social Care Trust "Clinical Coding Policy" is enclosed, which applies to both Altnagelvin and Erne Hospitals.
- 2) The Western Health and Social Care Trust instructs that it would not have been involved in the coding or indeed any coding changes in relation to either the death of Claire Roberts or Lucy Crawford.

Yours faithfully,

Joanna Bolton
Solicitor Consultant
Email: [REDACTED]
Tel: [REDACTED]

Providing Support to Health and Social Care



Policies and Procedures Manual for Clinical Coding

Trust Name; Western health &
social care Trust

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Contents

- Introduction
- Accountability
- Policy statement
- Statement of purpose
- Clinical coding procedures
- Validation of clinical coded information
- Clinical coding departmental structure and training
- Communication in clinical coding
- Security and confidentiality

- Form A: Clinical coding staff training record
- Form B: OPCS-4 Implementation dates
- Form C: Changes in code assignment
- Form D: Clinical coding information agreements with clinical staff
- Form E: Details of local policies
- Form F: Amendments to Clinical Coding Instruction Manual, ICD-10 and OPCS-4.
- Form G: Receipt of *Coding Clinics*
- Form H: Receipt of coding resolution
- Form I: Audit report read and all errors understood
- Form J: Security and confidentiality
- Data Set Change Notices www.connectingforhealth.nhs.uk/dscn
- Appendix 1: National/Regional Clinical Coding Query Service Proforma
- Appendix 2: Health Service Guideline: The Protection and Use of Patient Information

Introduction

This framework document has been published¹ with the intention of promoting good practice and consistency of information produced during the clinical coding process in Hospital Trusts. It has also been designed to incorporate the requirements of the Data Accreditation process to ensure information produced during the coding process is accurate and adheres to local and national policies.

Policies and procedures provide guidelines for decision making and completion of tasks. A policy is an overall guide, which sets the boundaries within which action will take place, and should reflect the philosophy of the organisation or department. A procedure is a series of related steps designed to accomplish a specific task in a specified chronological order.

Policies and procedures should conform to national requirements already in existence and hospital procedures which affect the coding process, such as patient administration, patient discharge, the recording of deaths, clinical record documentation, clinical record flow and filing, storage should be referenced. A good procedure should be explicit about who is responsible for what, how, when and where.

All coding policies and procedures should have been agreed with personnel involved in the coding process including the relevant clinicians.

It is therefore vital that this organisations' policies and procedures are designed and implemented by all personnel involved in the coding process to ensure understanding of the purpose and usefulness of a policies and procedures manual.

¹ Details about the NHS Classifications Service, NHS Connecting for Health:
<http://www.cfh.nhs.uk/clinicalcoding>

Accountability

This Policies and Procedures Manual is the responsibility of:

Name: Anne Kler

Job Title: ...Clinical coding manager for Western Trust

The person specified above will ensure that all policy decisions detailed in this policies and procedures manual are as a result of joint collaboration and understanding of the clinical coding department and the persons involved in the creation or use of information for coding purposes.

The designated person must also ensure that this document is updated and maintained every six months to ensure the policies and procedures documented are kept in line with current activities.

The person specified will also ensure that the department achieves the policies and procedures outlined in this manual.

Signed:

Date:

Policy statement

1. All procedures involved in the capture of information for clinical coding purposes are clearly defined in this Policies and Procedures Manual for all specialties to ensure compliance and clarification of individual coding processes.
2. All quality assurance procedures for the clinical coding department are detailed in this Policies and Procedures Manual including audit and data quality measures, to ensure continual improvements in the standard and quality of coded data in the Trust.
3. All changes to clinical coding policies and/or procedures are detailed in this Policies and Procedures Manual in the appropriate manner to ensure all contributors are in agreement with the current practice. Any alterations to clinical coding practice have change and implementation dates provided within this document, and comply with national standards and classification coding rules and conventions.
4. All clinical coding policy and procedure decisions made between the clinical coding department and individual clinicians are fully described, agreed and signed by the relevant personnel within this document. All policies or procedures agreed within the documentation do not contravene national standards or classification coding rules and conventions.
5. All training plans for members of the clinical coding department and those involved in the clinical coding process, such as information/administrative staff and clinicians, are clearly defined and documented in this document.
6. Details of communication arrangements are detailed to ensure effective dissemination of information regarding coding, resolutions to queries and changes in coding practice to all coding staff and users of the information.
7. All confidentiality and security issues incurred during the coding process are detailed in this document to ensure adherence to local and national policies, and have been agreed by the person responsible for the coding staff.

Statement of purpose

1. To provide accurate, complete, timely coded clinical information to support commissioning, local information requirements and the information required for Commissioning Minimum Data Set (CMDS) and Central Returns on behalf of the Trust represented by the clinical coding department.
2. To adhere to national standards and classification rules and conventions as set out in the WHO ICD-10 Volumes 1-3, Clinical Coding Instruction Manual ICD-10 and OPCS-4 and publications of the *Coding Clinic*.
3. To input onto the NHS hospital computer system, such as the Patient Administration System (PAS,) accurate and complete coded information within the designated time scales to support the information requirements and commissioning of the Hospital Trust.
4. To provide accurate, consistent and timely information to support clinical governance and the Data Accreditation process.
5. To ensure all staff involved in the clinical coding process receive regular training to maintain and develop their clinical coding skills, regardless of experience and length of service.
6. To ensure continual improvement of clinical coded information within the Trust through systematic audit and quality assurance procedures.
7. To ensure all staff are aware of the Trust's security and confidentiality policies when using patient identifiable information.

Signed:

Full Name: